

# Asset Management and eProcurement

Fred Van Dorp  
AM Analyst  
Auditor of the State  
[fvandorp@auditor.in.gov](mailto:fvandorp@auditor.in.gov)  
234-1667

# Agenda

- Epro and AM
- Accounts and Profiles
- Epro and Leases

# ePro and AM

- Review from April 22<sup>nd</sup>
- PO lines “flagged” as assets in ePro will interface into AM.
- Approximately 40% of PO lines “flagged” as assets in ePro are not assets.
  - These non-assets are interfacing and loading into AM.
  - The ePro staff must review the PO lines to confirm only the assets lines have been ‘flagged.’

# ePro and AM

- Requisitions
  - UNSPSC Codes
  - Asset Information Tab
- POs
  - Asset Information Tab
- Receivers
  - 'Pending' Link

# Requisition (Asset Information Tab)

The screenshot shows the 'Create Requisition' form in the ENCOMPASS system. The form is divided into three main steps: 1. Define Requisition, 2. Add Items and Services, and 3. Review and Submit. The 'Define Requisition' step is currently active.

**ENCOMPASS**

Home | Worklist | Add to Favorites | Sign out

### Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:** 00800 Indiana Dept of Transportation

**Requester:** J012722 Allstatt, Judy-800

**Requisition Name:** 123 - Example Requisition

**Priority:** Medium

#### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Example Asset Item		1.0000	Each	1.000	1.000

☐ Select All / Deselect All

**Requisition Type:** [Dropdown]

#### Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

☐ Save as Template

[Find more items](#)

# Requisition (Asset Information Tab)

The screenshot shows the ENCOMPASS web application interface for a Requisition. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The main form contains the following fields:

- Business Unit:** 00800 Indiana Dept of Transportation
- Requester:** J012722 Allstatt, Judy-800
- Requisition Name:** 123 - Example Requisition
- Priority:** Medium

**Requisition Lines**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Example Asset Item		1.0000	Each	1.000	1.000

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

**Shipping Line: 1** Due Date: 03/10/2008 Quantity: 1.0000

Status: Active \*Ship To: 800IDOT140 [Modify Shipping Address](#)

Attention: Allstatt, Judy-800

\*Distribute by: Qty SpeedChart:

**Accounting Lines**

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Entry Event	Fund	Object
1	Open		800IDOT	1.0000	100.0000	1.000	00800			551200

☒ Select All / Deselect All

[Add to favorites](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

# Requisition (Asset Information Tab)

The screenshot displays the ENCOMPASS web application interface for managing requisitions. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The main form area is titled 'Requisition Lines' and contains the following fields:

- Business Unit:** 00800 (Indiana Dept of Transportation)
- Requester:** J012722 (Allstatt, Judy-800)
- Requisition Name:** 123 - Example Requisition
- Priority:** Medium

The 'Requisition Lines' table shows one line item:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Example Asset Item		1.0000	Each	1.000	1.000

Below the table, there are checkboxes for 'Consolidate with other Reqs' and 'Override Suggested Vendor'. The 'Shipping Line: 1' section includes fields for Due Date (03/10/2008), Quantity (1.0000), Status (Active), Ship To (800IDOT140), and Attention (Allstatt, Judy-800). There is also a 'Distribute by' dropdown set to 'Qty' and a 'SpeedChart' field.

The 'Accounting Lines' section is currently on the 'Asset Information' tab. It displays a table with the following columns:

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	EmplID	Capitalize	Cost Type
00800	50808						

At the bottom, there are links for 'Select All / Deselect All', 'Add to favorites', 'Modify Line / Shipping / Accounting', and 'Delete'.

# Purchase Orders (Asset Information Tab)

**Sand Box**

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[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

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**Maintain Purchase Order**

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**Distributions for Schedule 1**

Unit: 00800 Vendor: SOUTHEASTE-001  
PO ID: 0008805617 Item: [TANDEM AXLE, STANDARD CAB & CHASSIS WITH BITUMINOUS ASPHALT DIS  
PER ATTACHED SPECIFICATIONS](#)  
Line: 1  
Sched: 1 Status: Active  
Distribute by: Quantity Schedule Qty: 1.0000  
SpeedChart:  [Multi-SpeedCharts](#) Merchandise Amt: 164400.000 USD  
Doc. Base Amount: 164400.000 USD

**Distribution**

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project
1	Open	100.0	1.0000	164400.000	USD	00800	30516	555518	89112	065383	2008		

OK Cancel Refresh

Internet



# Purchase Orders (Asset Information Tab)

**Sand Box**

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**Maintain Purchase Order**

### Distributions for Schedule 1

Unit: 00800 Vendor: SOUTHEASTE-001  
PO ID: 0008805617 Item: [TANDEM AXLE, STANDARD CAB & CHASSIS WITH BITUMINOUS ASPHALT DIS  
PER ATTACHED SPECIFICATIONS](#)  
Line: 1  
Sched: 1 Status: Active  
\*Distribute by: Quantity  
SpeedChart:  [Multi-SpeedCharts](#)  
Schedule Qty: 1.0000  
Merchandise Amt: 164400.000 USD  
Doc. Base Amount: 164400.000 USD

**Distribution** Customize | Find | View All | First 1 of 1 Last

[Chartfields](#) [Details/Tax](#) **Asset Information** [Req Detail](#) [Statuses](#) [...](#)

Dist	Status	Percent	AM	Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capitalize	Cost Type	Description
1	Open	100.0		00800	10101							

OK Cancel Refresh

Internet

# Receivers and Asset Management

The screenshot shows the ENGCOMPASS web application interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, and Customize Page. The main section is titled "Maintain Receipts" and "Receiving". It displays fields for Business Unit (00050), Receipt ID (NEXT), and Receipt Status (Open). There are links for Add Comments, Activities, and Header Details. A "Header" section is expanded, showing a "Select Purchase Order" link. Below this is a "Receipt Lines" table with columns for Line, Item, Description, Price, Receipt Qty, Recv UOM, Accept Qty, Status, Serial, Device Track, Stock UOM, AM Status, and Device Track. The table contains one row with the following data: Line 1, Item Folder/Pressure Sealer, Formax, Description 25426.40000, Receipt Qty 1.0000, Recv UOM EA, Accept Qty 1.0000, Status Open, Serial, Device Track, Stock UOM EA, AM Status Pending, and Device Track. Below the table, there are buttons for Interface Receipt, Print Delivery Report, Run PO Receipt Accrual, and Interface Asset Information. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

ENGCOMPASS

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

**Maintain Receipts**

**Receiving**

Business Unit: 00050      Receipt Status: Open      ✖

Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

**Receipt Lines**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		<a href="#">Folder/Pressure Sealer, Formax</a>	25426.40000	<input type="text" value="1.0000"/>	<input type="text" value="EA"/>	1.0000	Open		<input type="checkbox"/>	<input type="text" value="EA"/>	<a href="#">Pending</a>	<a href="#">Device Track</a> ✖

☐ Interface Receipt      [Print Delivery Report](#)      [Run PO Receipt Accrual](#)      [Interface Asset Information](#)

[Save](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update/Display](#)

# Receivers and Asset Management

**ENCOMPASS**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

### Maintain Receipts

#### Receiving

Business Unit: 00050      Receipt Status: Open ✖

Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

#### Receipt Lines

Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Device Track
1		<a href="#">1.44 MB D-Module Floppy Drive</a>	26.68000	20.0000	EA	20.0000	Open			EA	<a href="#">Device Track</a> <span style="color: red;">✖</span>

☐ Interface Receipt      [Print Delivery Report](#)      [Run PO Receipt Accrual](#)      [Interface Asset Information](#)

[Save](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update/Display](#)

# Receivers and Asset Management

The screenshot shows the ENCOMPASS web application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, and Customize Page. The main section is titled "Maintain Receipts" and "Receiving". It displays the Business Unit as 00050 and the Receipt ID as NEXT. The Receipt Status is Open, with a red 'X' icon next to it. There are links for Add Comments and Activities. A link for Header Details is also present. Below this, there is a section for Receipt Lines. It includes a table with columns for Line, Item, Description, Price, Receipt Qty, Recv UOM, Accept Qty, Status, Serial, Device Track, Stock UOM, AM Status, and Device Track. The table contains two rows of data. Row 1: Line 1, Item OptiPlex 780 Desktop Computers, Price 819.60000, Receipt Qty 20.0000, Recv UOM EA, Accept Qty 20.0000, Status Open, Serial, Device Track, Stock UOM EA, AM Status Pending, Device Track. Row 2: Line 2, Item 1.44 MB D-Module Floppy Drive, Price 26.68000, Receipt Qty 20.0000, Recv UOM EA, Accept Qty 20.0000, Status Open, Serial, Device Track, Stock UOM EA, AM Status, Device Track. Below the table, there are buttons for Interface Receipt, Print Delivery Report, Run PO Receipt Accrual, and Interface Asset Information. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

**Maintain Receipts**

**Receiving**

Business Unit: 00050      Receipt Status: Open ✖

Receipt ID: NEXT      [Add Comments](#)      [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

**Receipt Lines**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Line	Item	Description	Price	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		<a href="#">OptiPlex 780 Desktop Computers</a>	819.60000	<input type="text" value="20.0000"/>	<input type="text" value="EA"/> <a href="#">Search</a>	20.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="EA"/> <a href="#">Search</a>	<a href="#">Pending</a>	<a href="#">Device Track</a> <span style="color: red;">✖</span>
2		<a href="#">1.44 MB D-Module Floppy Drive</a>	26.68000	<input type="text" value="20.0000"/>	<input type="text" value="EA"/> <a href="#">Search</a>	20.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="EA"/> <a href="#">Search</a>		<a href="#">Device Track</a> <span style="color: red;">✖</span>

☐ Interface Receipt      [Print Delivery Report](#)      [Run PO Receipt Accrual](#)      [Interface Asset Information](#)

[Save](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update/Display](#)

# SOIPO\_Asset\_Flagged\_POs

- This public query is designed to return all PO lines for your agency that have been identified as assets to Encompass. Every line on this query is going to go to Asset management. Any line that has been incorrectly classified as an asset needs to have it's flagged removed before any receipts are created against it.
- The query can be run by anyone.
- The "Buyer" can fix these PO lines.
- Removing the asset flag from a PO does not re-route it the PO through workflow.
- Closed, cancelled, and completed PO lines will not appear.
- PO that have been "Fully Received" will appear for reference, but it is too late to fix these lines.
- Feedback?
- Volunteers?
- Questions?

# Account Codes and Profiles

- New point of emphasis for FY 2011.
- What is the profile and what does it do?
- How many profiles are there?
- How do I know which profile to select?

# From the UNSPSC List

<u>Code</u>	<u>Descr</u>	<u>Profile ID</u>	<u>Account</u>
72103002	Land leveling services		538010
44101800	Calculating machines and access	50104	555501

# Default Account and Profile from UNSPSC Code 44101800

<u>Field</u>	<u>Value</u>
Account	555 <u>501</u>
Profile ID	<u>501</u> 04



# Description for account code and profile

<u>Field</u>	<u>Value</u>	<u>Description</u>
Account	555 <u>501</u>	Office Equipment
Profile	<u>501</u> 04	Calculator

# Lease POs

- Asset Information
  - Asset Flags must be down for all lines
- State of Indiana – Lease Accounting Packet
  - Presently routed to IDOA for review and entry
  - Beginning on July 1<sup>st</sup>, please route the packet Fred Van Dorp at AOS either through email ([fvandorp@auditor.in.gov](mailto:fvandorp@auditor.in.gov)) or interdepartmental mail.
  - Additional Information related to Lease POs can be found in the leasing section at: <http://www.in.gov/idoa/2342.htm> .
- SOIPO\_Leased\_PO\_FY2011
  - Designed to list all POs that have been identified as leases

# State of Indiana – Lease Accounting Packet

- Coversheet
  - All fields are required
  - Blank fields should be marked with “N/A”
- Attachments
  - Executive Document Summary
  - Payment amount/terms page(s)
  - Buyout Term page(s)
  - Signature Page

# SOIPO\_Lease\_Flagged\_POs

- See Excel File
- A packet must be completed and routed to AOS for every PO in query results

QUESTIONS?